



AGENDA
Public Records Board
Operations and Training Advisory Committee
October 10, 2017
10:00 to 12:00 Noon
Department of Administration
Pecatonica Conference Room
101 East Wilson Street
Madison, WI

1. Call to Order—Chair Broady-Rudd
2. Approval of the July 18, 2017 minutes
3. Comments from Chair Sandra Broady-Rudd: The Chair will discuss the real opportunity and platform the Committee has to effect change by reviewing and making recommendations to the Board regarding the following:
 - -Minimum retention language in the statutes
 - -GRS policy changes identified by DOA and being considered by the policy committee
 - -e-mail guidance being drafted by Josh and Dawn

She will discuss how the Board would like our recommendations and has requested we look at any changes to make the language more clear and concise.

She will offer her farewell and thanks to the Committee as this will be her last meeting.
4. Email Records Management Guidance— Committee Members Dawn Bluma, Department of Workforce Development, and Josh Ranger, University of Wisconsin: Members of the Committee will review Draft 1 of the Email Guidance.
5. PRB Policy Discussion—Kathryn Egeland, State Records Center: Discussion of the current General Records Schedule policy, its implementation and use within state agencies, proposed revisions and the related documents the policy effects.
6. Adjourn